

***ARLINGTON PUBLIC SCHOOLS***

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
Standing Subcommittee: Policies and Procedures  
Monday, September 24, 2018  
5:00 PM***

*Arlington High School  
School Committee Room, 6th Floor  
869 Mass Avenue  
Arlington, MA*

*Approve of minutes, August 29, 2018*

*Continue review of policy manual: Section J*

*Plans and schedule for future meetings*

*New Business*

*6:30 pm Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Paul Schlichtman, Chair*



## **Town of Arlington, Massachusetts**

---

### **Meeting Location**

#### **Summary:**

Arlington High School  
School Committee Room, 6th Floor  
869 Mass Avenue  
Arlington, MA



---

## Town of Arlington, Massachusetts

**Approve of minutes, August 29, 2018**

**ATTACHMENTS:**

	Type	File Name	Description
📎	Minutes	policies_procedures_082918_(1).pdf	P&P 8 29 2018 minutes

**Arlington School Committee  
Policies and Procedures Subcommittee  
August 29, 2018**

Present:

Paul Schlichtman, subcommittee chair

Leonard Kardon

Bill Hayner

Superintendent Kathleen Bodie

MASC Field Representative Michael Gilbert

The meeting was called to order at 5:05 p.m.

On a **motion** by Mr. Kardon, seconded by Mr. Hayner, the minutes of August 6, 2018 were **approved**. (3-0)

---

**Policy Manual Revisions**

The subcommittee proceeded to review policies starting with File IB.

Mr. Schlichtman, as chair, ruled that decisions about individual policies would be approved by unanimous consent; policies lacking unanimous consent would be subject to a vote.

IB: Maintain Arlington, replace State with Commonwealth

IC: Maintain Arlington, update legal references

ICA: Maintain Arlington, update legal references

ID: Adopt MASC, delete second paragraph

IE: Adopt MASC

IGA: Eliminate bullet point 1. In bullet point 2, substitute “annually” for “at the beginning of each school year.”

IGB: Adopt MASC, with “superintendent or designee” in place of “(Assistant Superintendent).”

IGBE: Delete

IGBH: Delete (miscoded), adopt MASC IHBH Make sure references to IGBH elsewhere in the policy manual are changed to reference IHBH.

IGD: Adopt MASC

IHA: Adopt MASC

IHA-E: Delete

IHA-E: Delete

IHA-I: Maintain Arlington with MASC recommended changes, substituting pre-kindergarten for kindergarten and updating references.

IHAM: Maintain Arlington

IHAM-R: Maintain Arlington

IHAM-1: Miscoded, matches MASC IHAMA, delete  
IHAMA: Adopt MASC  
IHAMB: Maintain Arlington  
IHB: Add last two paragraphs of Arlington to the MASC policy.  
IHBA: Maintain Arlington with updated reference.  
IHBAA: Maintain Arlington  
IHBB: Delete  
IHBD: Maintain Arlington with updated reference.  
IHBEA: Adopt MASC  
IHBF: End of second paragraph, replace “Director of Pupil Services” with  
“Superintendent or Designee.”  
IHBG: Maintain Arlington  
IHBG-E: Maintain Arlington  
IHBG-R-1: Delete  
IHBG-R-2: Delete  
IHBH: Adopt MASC (make sure references to IGBH are corrected elsewhere).  
IHCA: Adopt MASC  
IHD: Maintain Arlington  
IJ: Adopt MASC  
IJ-R: Maintain Arlington  
IJJ: Delete  
IJK: Delete  
IJL: Adopt MASC  
IJL-R: Delete  
IJLA: Maintain Arlington  
IJM: Delete  
IJND: Refer to Director of Technology  
IJNDB: Refer to Director of Technology  
IJNDB-R: Refer to Director of Technology  
IJNDBA: Refer to Director of Technology  
IJNDC: Refer to Director of Technology  
IJNDD: Refer to Director of Technology  
*Note: For policy IJOA and IJOA-E, reference to email from Douglas W. Heim, Arlington  
Town Counsel*  
IJOA: Adopt version reviewed by Douglas W. Heim.  
IJOA-E: Adopt version reviewed by Douglas W. Heim.  
IJOB: Maintain with MASC edits, revise reference.  
IJOC: Maintain Arlington, add cross-reference suggested by MASC  
IK: Adopt MASC  
IKA: Delete  
IKAB-R: Delete  
IKE: Maintain Arlington  
IKEC: Delete  
IKF: Maintain Arlington  
IKFB: Delete

IL: Adopt MASC  
ILBA: Delete  
ILBA-E: Delete  
ILD: Adopt MASC  
IMA: Maintain Arlington  
IMB: Maintain Arlington  
IMD: Adopt MASC  
IMDA: Maintain Arlington  
IMDC: Delete  
IMG: Add legal reference.

The subcommittee discussed the rollout of the revisions. Mr. Gilbert stated that he will post electronically the revisions for Sections A-H prior to the next school committee meeting. The minutes of the Policies and Procedures Subcommittee provides a policy-by-policy record of the recommendations of the subcommittee. Most policy revisions are a simple recodification or adjustments to better reflect current law. The subcommittee will bring substantive changes before the full school committee through the policy change process.

Questions by school committee members, at the level of typos or phraseology, will be directed to Mr. Gilbert.

**Plans for future meetings:**

September 24, 5:00 (Section J)

October 17, 5:00 (Sections K&L)

On a **motion** by Mr. Kardon, seconded by Mr. Hayner, it was **voted** to adjourn at 6:57 p.m. (3-0)



---

## **Town of Arlington, Massachusetts**

**Continue review of policy manual: Section J**



## **Town of Arlington, Massachusetts**

---

**Plans and schedule for future meetings**





---

## Town of Arlington, Massachusetts

**New Business**



---

## **Town of Arlington, Massachusetts**

**6:30 pm Adjournment**



## **Town of Arlington, Massachusetts**

---

**Submitted by Paul Schlichtman, Chair**